

ANNUAL AUDIT PLAN

Lynn Scully, Internal Auditor
Town of Trumbull

As Presented to the

**Town of Trumbull
Board of Finance**

June 30, 2006

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I. Letter of Transmittal

June 30, 2006

Mrs. Kathleen McGannon, Chairperson

Board of Finance
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

Dear Mrs. McGannon,

I respectfully submit the enclosed Annual Audit Plan for the fiscal year ended June 30, 2007 for the consideration and approval of the Town of Trumbull Board of Finance (hereafter referred to as BOF). This plan is for the period beginning July 1, 2006 (pending BOF approval) through June 30, 2007.

The Role of the Internal Auditor

The Institute of Internal Auditors defines the role of Internal Auditor as follows:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

In the context of this definition and the information contained within my current job description, along with the information provided within informal interviews, I have selected a number of audit objectives for the fiscal year ended June 30, 2007. ***Please be advised that circumstances may arise during the course of the audit year to alter this particular set of priorities. Any and all necessary adjustments to this plan will be communicated to the BOF in as timely a manner as is possible.***

In addition to the various audit activities planned, it is likely that I will continue to be involved (in an advisory capacity) in the planning and implementation of

certain procedural or organizational initiatives that occur within the Town throughout the fiscal year.

I thank you for the opportunity to provide this information to the BOF and look forward to a productive year together.

Very Truly Yours,

Lynn Scully, Internal Auditor
Town of Trumbull

II. Audit Plan

The following is a proposed list of the activities planned for the fiscal year ended June 30, 2007. Please note that they are presently arranged in no particular order of importance and that the prioritized order of these activities has yet to be determined. Further, situations often arise that force change within a plan of activities. All such changes will be discussed with the BOF in a timely manner.

Professional Service Contracts – A review of existing professional service contracts at the Town and Board of Education, including current related policies and procedures.

Police Department – Follow-up to the Limited Scope Review of the Overtime Assignment Process, Internal Audit, December 2003. To obtain updated information regarding the implementation of the recommendations of the report.

Trumbull Golf Commission – Follow-up to the Independent Accountant's Report on Applying Agreed-Upon Procedures, Seward and Monde, CPAs, February 15, 2005. To obtain updated information regarding the implementation of the recommendations of the report.

Public Works Department – Completion of open Operational Review of the various activities of the Town's Department of Public Works.

Town-owned Vehicles – A review of the inventory, usage and maintenance of Town-owned vehicles for the Town and Board of Education.

Revenues (Various) – Review of cash receipts reconciled to accounting records within various departments and review of associated accounting controls at the Town and Board of Education.

Many excellent suggestions were provided throughout the interviews conducted in formulation of this plan, most of which will certainly be taken into consideration for future audit planning.